



# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
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# Purchase Card Management System (PCMS)

TITLE VI  
Systems Access Manual

CHAPTER 7  
Procurement And Other Payments

SECTION 14  
Purchase Card Management System (PCMS)

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## About This Procedure

This procedure provides instructions for accessing and operating the Purchase Card Management System (PCMS). The following information will help you to use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

The major sections of this procedure are described below:

**Introduction** gives an overview of PCMS and provides instructions on installing the software, accessing the system, and using PCMS operating features.

**The PCMS Main Menu** provides instructions for accessing options from the system's main window.

**The System Administration Menu** provides instructions for system administrators to add, modify, and remove transaction codes; version control data; help messages; bulletin board messages; department and agency data; and budget object class data.

**The Cardholder Menu** provides instructions for cardholders to modify or view user messages; query purchase card data; reconcile purchase card transactions; and add, modify, or view profile accounting data.

**The Setup Window** provides instructions for Local Area Program Coordinators ► and Fleet Program Coordinators to setup cardholder profiles. ◀

**The Reports Menu** provides instructions on generating standard reports or accessing the Report Writer tool to generate ad hoc reports.

**The Appendixes** contain reference information, such as lists of function keys and system requirements.

**The Glossary** defines terms you need to know.

**The Heading Index** provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to PCMS, NFC issues short publications called *bulletins*. This procedure and all related bulletins are listed in the NFC External Publications Index, which is issued semiannually.

The PCMS Bulletin Board is also used to display new or changed information related to PCMS. All NFC bulletins will be posted on the WEB.

## What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

- Messages displayed by the system are printed in *italics*.

*Example:*

The message *Enter value for First Name* is displayed.

---

- Field names and specifications are printed in the margin with the specifications in *italics*.

.....  
*Example:*

**First Name**  
*Required, alphanumeric  
20 positions max.*

Type the user's first name.  
.....

- Data that is system generated or that you must enter exactly as shown is printed in **courier** font.

.....  
*Example:*

Type **gammaor01**.  
.....

- Emphasized text within a paragraph is printed in **bold**.

.....  
*Example:*

A row of data in a table is called a **record**.  
.....

- Figure and appendix references link figures and appendixes with the text. These references are printed in a bold font as shown below.

.....  
*Example:*

Double-click the PCMS icon (**Figure 1.**)  
.....

- References to sections within the procedure are printed in bold as shown here.

.....  
*Example:*

To change a password, refer to **Changing Your Password..**  
.....

- References to menu options are printed in **bold italics**.

.....  
*Example:*

To view outstanding transactions, select ***Query > Execute*** at the Transactions window.  
.....

- References to keys and command buttons are printed in bold brackets.

.....  
*Example:*

Press **[Tab]**. Click **[Save]**.

( **[Tab]** = the Tab key; **[Save]** = the Save command button. )  
.....

- Important extra information is identified by a Note icon in the left margin.

*Example:*



Note

This window varies depending on the user's individual profile.

## Who To Contact For Help

► For questions about the system (including help with unusual conditions or obtaining access authority), cardholders are to contact their Local Area Program Coordinator (LAPC) or Local Fleet Program Coordinator (LFPC). LAPC's/LFPC's are to contact their Agency Program Coordinators (APC's). APC's contact the Departmental Program Coordinator (DPC) or the NFC personnel as listed below. ◀

For questions about the USDA Purchase Card Program, contact the USDA Purchase Card Program Manager at **202-690-3756** .

For other questions, contact NFC personnel as listed below:

- For questions about security (e.g., password, user ID), contact the Security Office at **504-255-5407** .
- For nonapplication questions (e.g., telecommunications), call the Network Control Center at **504-255-5037** .
- For questions about the application, contact Information Center personnel at **504-255-5230** .
- For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .





## Introduction

This section gives an overview of the Purchase Card Management System (PCMS) and provides instructions on installing the software, accessing the application, and using operating features.

## System Overview

PCMS is an online relational database management system of the U.S. Department of Agriculture (USDA). PCMS is used to manage Government purchase card (GPC) transactions.

The GPC is officially known as the International Merchant Purchase Authorization Card (IMPAC). Government employees (and authorized non-Government employees) use IMPAC to track and control expenses, and to make purchases and payments up to \$100,000. Managers can designate cardholders and define spending limits.

The GPC program objectives are to reduce administrative costs and allow cardholders to procure goods and services faster. The program eliminates hardcopy cardholder statements, most imprest funds, the FEDSTRIP system, the Third Party Draft system, and most AD-838 Purchase Orders for micro-purchases. It reduces (1) the number of payments made through the Miscellaneous Payments System and (2) the use of the AD-838 for purchases within the simplified acquisition limit. The purchase card is the preferred method for purchases within the simplified acquisition threshold (\$100,000). All micro-purchases (\$2,500 and under) must be made using the card unless justified on a case-by-case basis.

All purchases are subject to the Agriculture Property Management Regulation (AGPMR), the Federal Property Management Regulations (FPMR), Agriculture Acquisition Regulation (AGAR), agency regulations, and the Federal Acquisition Regulation (FAR), including Part 13, Simplified Acquisition Procedures, and Part 8, Required Sources of Supply and Services.

## ***System Capabilities And Interface***

PCMS performs functions and interfaces with other systems as follows:

- **temp rev date**
- Validates against the Management Account Structure Codes System (MASC).
- Sends records from PCMS to the Disbursing System (DISB).
- Sends records from PCMS to the General Ledger System (LEDG).
- Passes data to the Statistical Analysis Tabulation System (STAT), which updates the cost and productivity analysis database for PCMS.
- Interfaces with the Central Accounting System (CAS).

- Updates the Personal Property System (PROP).
- Provides an interface record to the Miscellaneous Income System (MINC) for all appropriate 1099 records at the end of the year.

## **Reports**

PCMS offers standard and ad hoc reports. Standard cardholder reports are generated using the Reports option on the PCMS main menu. (See [The Reports Menu](#).) Ad hoc reports may be designed and generated using the adjunct report-writer tool. (See [Report Writer](#).)

## **Software Installation**

PCMS software can be downloaded electronically. To use this method for installing the software, send a message to the GroupWise mailbox **NFC\_SECURITYOFC** or Internet address **NFC.SECURITYOFC@USDA.gov**.

## **System Access**

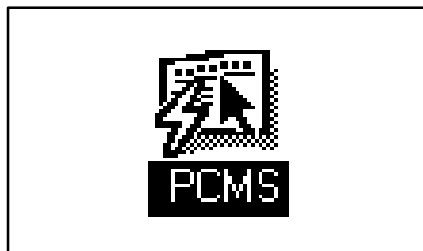
This section provides access security information and gives specific log-on/log-off instructions.

## **Security And Remote Terminal Usage**

Access security is designed to prevent unauthorized use of systems and databases. To access PCMS, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the server located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

## **Logging On**

To start PCMS, open the PCMS program group in the Program Manager window and double-click the PCMS icon (**Figure 1**).



**Figure 1. PCMS icon**

The Warning pop-up (**Figure 2**) is displayed. Read the message and click **[OK]**.

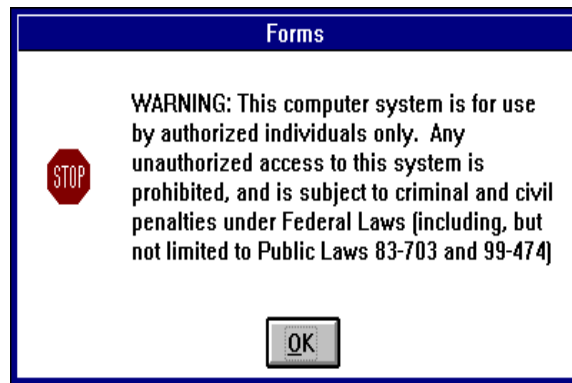


Figure 2. Warning pop-up

The Logon pop-up (Figure 3) is displayed.

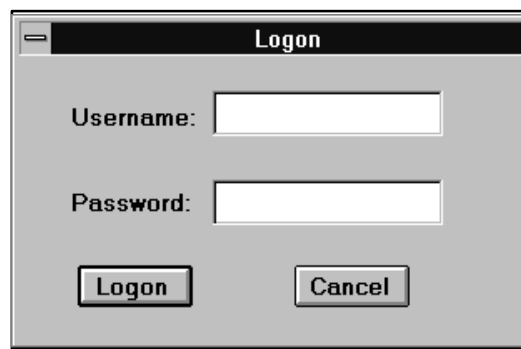


Figure 3. Logon pop-up

Respond to the prompts as follows:

---

**Username**  
*Required, alphanumeric  
20 positions max.*

Type your assigned user name (e.g., **NFTST99**). Press **[Tab]**.

**Password**  
*Required, alphanumeric  
6-20 positions*

Type your password. Your password is not displayed in the window.

---

To logon, click **[Logon]**. To exit PCMS without logging on, click **[Cancel]**.



Note

Every 30 days, your password expires and must be changed. For instructions on changing passwords, see [Changing Your Password](#).

After you successfully logon, the PCMS Main Menu is displayed. The PCMS Bulletin Board is also displayed. The PCMS Bulletin Board is used by the DPC to communicate special system function messages. Read the message(s) shown.

For instructions on selecting the main menu options, see [The PCMS Main Menu](#).

## Logging Off

To exit PCMS, click **[Exit PCMS]** from the Main Menu.

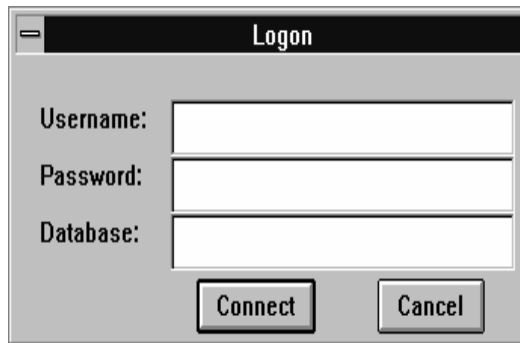
## Changing Your Password

To change your password, double-click the Password Change Management System (Password Change) icon (**Figure 4**).



**Figure 4. Password Change icon**

The Password Logon pop-up (**Figure 5**) is displayed.

The form is a rectangular window titled "Logon" in a black header bar. Below the header, there are three text labels: "Username:", "Password:", and "Database:", each followed by a white text input field. At the bottom of the window, there are two buttons: "Connect" and "Cancel".

**Figure 5. Password Logon pop-up**

Respond to the prompts as follows:

---

**Username**  
*Required, alphanumeric  
20 positions max.*

Type your assigned user name (e.g., **NFTST99**). Press **[Tab]**.

**Password**  
*Required, alphanumeric  
6-20 positions*

Type your password. Your password is not displayed in the window.

**Database**  
*Required, alphanumeric  
6-20 positions*

Type **gammaor01**.

---

To logon, click **[Connect]**. To exit Password without logging on, click **[Cancel]**.

After you login, the Change Password window (**Figure 6**) is displayed.



**Figure 6. Change Password window**

Respond to the prompts as follows:

<b>Username</b>	Your assigned username (e.g., <b>NFTST99</b> ) is displayed.
<b>Old Password</b> <i>Required, alphanumeric 6-20 positions</i>	Type your old password. Your password is not displayed in the window. Press <b>[Tab]</b> .
<b>New Password</b> <i>Required, alphanumeric 6-20 positions</i>	Type your new password. Your password is not displayed in the window. Press <b>[Tab]</b> .
<b>Confirm</b> <i>Required, alphanumeric, 6-20 positions</i>	Type your new password again. Your password is not displayed in the window. Click <b>[Change Password]</b> .

After you enter and verify your password, the Password server checks its integrity. If the password is invalid, an appropriate message is displayed indicating the reason. After the password is successfully changed, the program terminates.

- To access Change Password Help, click **[Help]**.
- To exit Change Password without changing your password, select **Action > Exit**.

## System Design

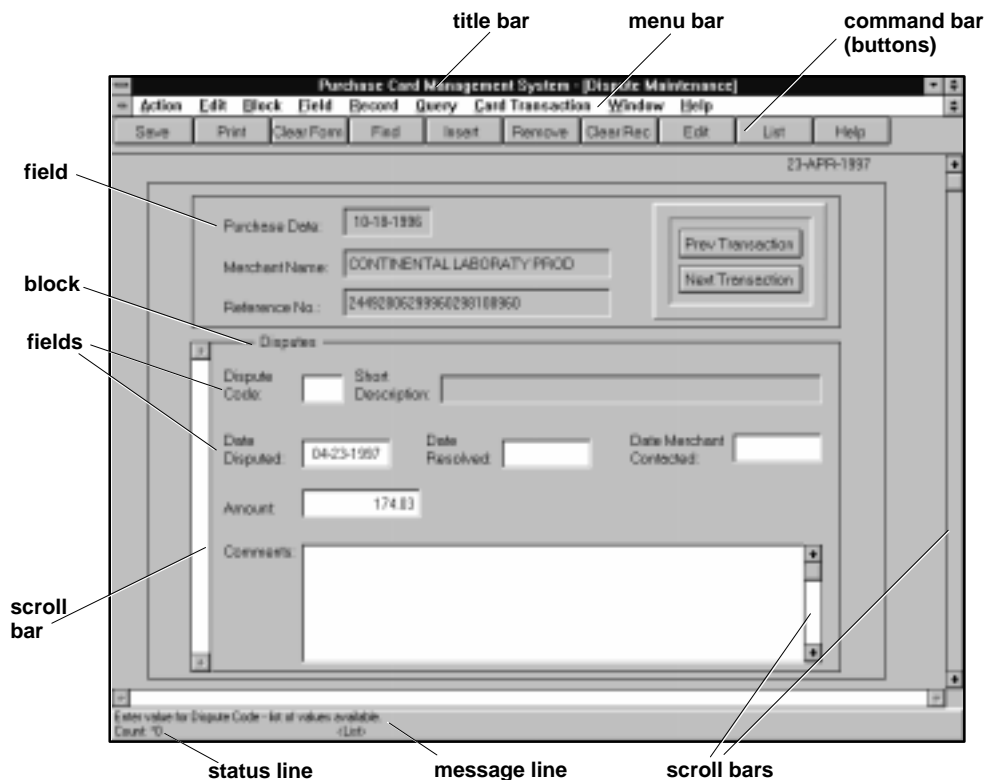
PCMS is designed in a **windows** format, providing mouse-driven, point-and-click functionality; menu bars; drop-down menus; and command buttons. Although PCMS is designed for a mouse-driven environment, certain keys and combination of keys may be used to perform certain functions (e.g., move the cursor, enter and modify data, or initiate commands to the computer). For those environments that allow use of a mouse, some functions can be performed using the mouse instead of the keyboard. For example, you can use the mouse to select menu items, click fields, and scroll a list of records or field values.

The PCMS database is organized into tables (rows and columns) of related data. A row of data in a table is called a **record**. When you retrieve a record from the database, PCMS copies it to your **workspace**, where you can change and discard the data without affecting the database table; your changes are applied to the database only after you specifically initiate a Save command.

This section reviews a few basic windows features and describes other features that are unique to the PCMS application.

## Windows Basics

PCMS contains several windows design elements: the title bar, the menu bar, command buttons, scroll bars, the message line, and the status line. (See the [diagram in Figure 7.](#))



**Figure 7. Window diagram (example of a form window)**

The **title bar** displays the name of the application (PCMS) and/or the name of the current window.

The **menu bar** (below the title bar) displays the primary options that are available from the current window.

**Scroll bars** allow you to move vertically and/or horizontally to display additional data in a window or block in a window. To scroll, point to a scroll arrow and hold down the right mouse button.

The **message line** displays PCMS messages.

The **status line** may contain:

**Count.** Indicates the number of records retrieved by a query. Each time you display another record in the query, the count is increased. When you have retrieved the last record, an asterisk (\*) appears in front of the count.

∧. Indicates that there are records before the current record in the block.

∨. Indicates that there are records after the current record in the block.

**ENTER QUERY.** Indicates that you selected **Query > Enter** and have not yet selected **Query > Execute** or **Query > Cancel**.

**<List>.** Indicates that a list of values is available for the current field. To see the list, click **[List]** on the command button bar.

**<Insert> or <Replace>.** Indicates the current character mode. Insert allows you to insert characters. Replace allows you to overwrite characters.

Other elements of PCMS windows design are discussed below.

## Menu Bars And Drop-down Menus

There are two menu bars in PCMS: the main menu bar and the menu bar on forms windows. The main menu bar is discussed under [The PCMS Main Menu](#). The forms menu bar is discussed under [Using Forms](#).

When you select an option from a menu bar, a **drop-down menu** appears (see [Figure 8](#)), showing a list of suboptions, referred to as **drop-down options** in this documentation. Options that are shown in light gray are not available for use and do not respond to selection.



Figure 8. Example of a menu bar with a drop-down menu (*main menu bar*)

To select an option from the menu bar:

- Click the option on the menu bar to display the drop-down menu; then click the drop-down option.

OR

- Press **[Alt]**; then press the underscored letter in the option name on the menu bar to display the drop-down menu; then press the underscored letter in the drop-down option name.

---

*Example:*

Save is an option on the Action drop-down menu. To select the Save option, click (or point and drag) **Action > Save** or press **[Alt] + [A] + [S]**.

---

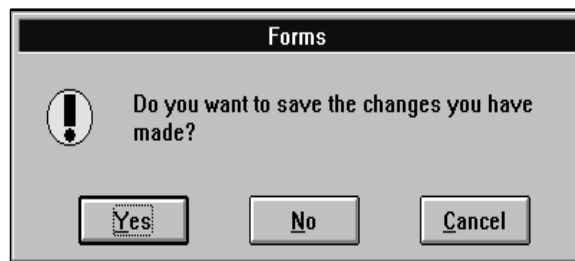


Note

Throughout instructions in this documentation, the first method, above, is indicated for selecting menu options. If you wish, you may substitute one of the other methods.

## Pop-up Windows

Windows that do not display a menu bar are referred to as pop-ups in this documentation. A pop-up partially overlays the current window and requires you to respond by clicking a command button on the pop-up. (See the [example in Figure 9.](#))



**Figure 9. Example of a pop-up window (Save Alert)**

Alert pop-ups are a special kind of pop-up that prompt you to read a message or confirm a command. These pop-ups display an exclamation point to the left of the window.

## The Command Bar

The command bar (below the menu bar) displays a row of command buttons that are used to initiate or confirm actions in PCMS. Command buttons are often simply shortcuts for selecting options from the menu bar.

---

*Example:*

**[Save]** is the first command button on the command bar. **Save** is also an option on the Action drop-down menu. To initiate a save, you can click **[Save]** instead of selecting **Action > Save** from the menu bar.

---



Note

Command buttons may appear in other locations in PCMS windows besides the command bar.



Below is a description of each command button on the command bar.

Command	Function
Save	Enters into the database all changes made since the last save or rollback.
Print	Writes the current window to a file and asks if you want to print it.
Clear Form	Clears and deletes all data in all blocks of the form, and does a rollback.
Find	Displays a search/replace window, allowing you to search for a specific value using a partial value and a wild card.
Insert	Inserts a new record after the current record.
Remove	Deletes the retrieved record from the window and from the database. Records are <b>not</b> permanently deleted until you save your changes to the database.
Copy Rec	Copies the current record from the current block.
Edit	Displays the Editor pop-up, allowing you to edit a field.
List	Displays a list pop-up for selecting valid field entries.
Help	Displays a brief message about the current field.

## Arranging And Viewing Multiple Windows

The Window feature allows you to rearrange open windows so that they are visible simultaneously or to retrieve a window that you have opened during the current PCMS session. To use this feature, select **Window** from any menu bar. The Window drop-down menu (**Figure 10**) is displayed showing the available options.

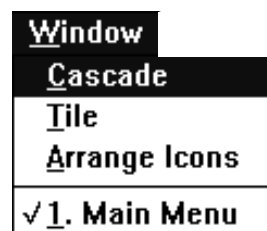


Figure 10. Window drop-down menu



Note

The Window option appears on most menu bars.

Below is a brief description of each option:

**Cascade.** Used to arrange all open windows in an overlapping format so that each title bar is visible.

**Tile.** Used to automatically resize all open windows and arrange them to fit next to each other on the desktop.

**Arrange Icons.** Used to arrange icons along the lower edge of the desktop.

## Using Help

PCMS provides several kinds of help, including a keyboard map to identify key functions, lists of valid field values, and explanations of entry errors.

### Help From The Menu Bar

If you select **Help** from the menu bar, the Help drop-down menu (**Figure 11**) is displayed showing several options.



**Figure 11. Help drop-down menu**

Below is a brief description of each drop-down option:

**Keys.** Certain keys and combination of keys are used to perform functions in PCMS (e.g., move the cursor, enter and modify data, or initiate commands to the computer). These keys may be different on different computers. To help you determine the correct keys to perform functions on your computer, PCMS provides a keyboard map that lists function names and the associated keys.

**List.** Used to activate a list of values, if there is one available for this field.

**Display Error.** Used to display error information and/or advanced help information, if available, for the field where the last error occurred.

### Help From The Command Bar

If you click **[Help]** on the command bar, the system displays a brief message about the current field.

## System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the window. All errors must be corrected before the database is updated.

## Using Forms

PCMS also uses data displays that are referred to as **forms**. Forms consist of an array of **fields** that are used to enter, update, and query data in the database. Sometimes fields are grouped in **blocks**.

Fields may appear in any type of window (e.g., forms or pop-ups). Editable fields are white; noneditable fields are shaded gray.



Date fields in PCMS use the mm-dd-yyyy format (e.g., **05-10-1996** ). Dashes must be entered as part of the date.

For date fields, (*mm-dd-yyyy*) means that you should enter the date in month-day-year order, using leading zeros for single-digit months and days and dashes between month, day, and year.

---

*Example:*

May 10, 1996 would be keyed as **05-10-1996** .

---

In date fields for the standard cardholder report, (*dd-mth-yy*) means that you should enter the date in day-month-year order, using leading zeros for single-digit days and dashes between day, month, and year, and standard abbreviations for the month. Dashes must be keyed in as part of the date. (See [Cardholder Report](#).)

---

*Example:*

May 10, 1996 would be entered as **05-May-96** .

---

### ***The Forms Menu Bar And Drop-down Menus***

Most forms windows display a common menu bar that provides options with drop-down menus for performing data query and entry functions. Each option on the menu bar is listed below with a description of each drop-down option.

**Action.** This menu provides the following commands:

**Clear All.** Used to clear all records from the current block and create a new record.

**Save.** Used to enter into the database all changes made since the last save or rollback.

**Print.** Used to write the current window to a file, asking if you want to print it.

**Exit.** Used to exit the current form and return to the system command prompt.

**Edit.** This menu provides the following commands:

**Cut.** Used to cut an area of text after it has been selected.

**Copy.** Used to copy an area of text after it has been selected.

**Paste.** Used to paste text in paste buffer at current cursor location.

**Edit.** Used to display a pop-up window in which the operator can edit a field.

**Block.** This menu provides the following commands:

**Previous.** Used to move the cursor to the previous block in the form that contains at least one enterable field.

**Next.** Used to move the cursor to the next block in the form that contains at least one enterable field.

**Clear.** Used to clear all records from the current block and create a new record. **[Clear Block]** does not delete records from the database; it only removes records from the work space.

**Field.** This menu provides the following commands:

**Previous.** Used to move the cursor to the previous enterable field in the current record.

**Next.** Used to move the cursor to the next enterable field in the current record.

**Clear.** Used to clear the content of the current field beginning at the current cursor position. If the cursor is to the right of all the characters in the field, **[Clear Field]** clears the field.

**Duplicate.** Used to copy the field value from the same field of the previous record into the current field.

**Record.** This menu provides the following commands:

**Previous.** Used to move the cursor to the previous record in the current block.

**Next.** Used to move the cursor to the next record in the current block.

**Scroll Up.** Used to shift the window of the current block or list up by approximately 80 percent, displaying records that are outside of the window.

**Scroll Down.** Used to shift the window of the current block or list down by approximately 80 percent, displaying records that are outside of the window.

**Clear.** Used to remove the record from the current block, reversing any uncommitted changes made to that record. A cleared record is **not** deleted from the database.

**Remove.** Used to delete the retrieved record from the window and from the database. Records are not permanently deleted until you save your changes to the database.

**Insert.** Used to insert a new record after the current record.

**Duplicate.** Used to copy all field values from the previous record into a new record.

**Lock.** Used to lock a record so that another user cannot change the record while you are updating it. **[Lock Record]** does not allow you to enter or change any data in a field that is protected against entry or update.

**Query.** This menu provides the following commands:

**Enter.** Used to clear the current block and allow you to enter query criteria.

**Execute.** Used to clear the current block and retrieve all the records from the database table referenced by the block.

**Last Criteria.** Used to display the query criteria last used.

**Cancel.** Used to terminate query processing.

**Count Hits.** Used to clear the current block and display on the message line the number of rows that a query would retrieve if executed.

**Fetch Next Set.** Used to retrieve the next set of records that satisfy an active query into the current block.

**Card Transaction.** This menu (on the Transactions menu bar only) provides the following commands:

**View Transactions.** Used to display the Transactions window.

**Maintain Transactions.** Used to display the Maintain Transactions Codes window.

**Maintain Disputes.** Used to display the Dispute Maintenance window.

## ***Moving Through A Form***

Below are instructions for navigating through PCMS online forms.

### **Moving From Block To Block**

To move the cursor from one block to another, use **Block > Next** or **Block > Previous**.

### **Moving From Record To Record**

After you retrieve records from the database, you can use **Record > Next** or **Record > Previous** to view them. If the block is a single-record block, only one record is visible at a time. If the block is a multirecord block, more than one record is visible.

### **Moving From Field To Field**

To move the cursor from one field to another, use **Field > Next** or **Field > Previous**.

## ***Executing A Query***

Retrieving information from the database is called executing a query. You can enter a query using the features described below.

### **Retrieving All Records**

To retrieve all records stored in a table, position the cursor in the block associated with the table and select **Query > Execute**. Single-record blocks display one record at a time. Multirecord blocks display multiple records at one time.

## Retrieving Selected Records

To retrieve selected records stored in a table that meet specific criteria, you may execute simple queries that meet specific criteria or complex criteria that satisfy several conditions. You can match exact values or variable conditions, or use the SQL WHERE clause for advanced queries.

### Matching Exact Values

To retrieve records that match exact values, position the cursor in the correct block and select **Query > Enter**. Type the values you want to match in the appropriate fields and select **Query > Execute**. To view the retrieved records, select **Record > Next** or **Record > Previous**.

### Matching Variable Conditions

To retrieve records that match variable conditions: Position the cursor in the correct block; select **Query > Enter**. Type a relational operator (e.g., =, >, BETWEEN, etc.) before the values you want to match in the appropriate fields. Select **Query > Execute**. Select **Record > Next** or **Record > Previous** to view the retrieved records.

### Using The SQL WHERE Clause For Advanced Queries

To retrieve records that match conditions, position the cursor in the correct block and select **Query > Enter**. Type the variable name (i.e., :date or :ID) in a field; select **Query > Execute**.

In the Query/Where pop-up (**Figure 12**), type the condition you want the retrieved records to meet; click **[Search]**. Use **Record > Next** or **Record > Previous** to view the retrieved records.



Figure 12. Query/Where pop-up

## Listing Valid Field Values

Some fields in PCMS entry windows have lists from which the user may select valid field entries. If **<List>** is displayed in the lower right corner of the window, there is a list available for the field in which the cursor is currently located.

To access the list, click **[List]** on the command bar. A list pop-up is displayed. (See [the example in Figure 13.](#))

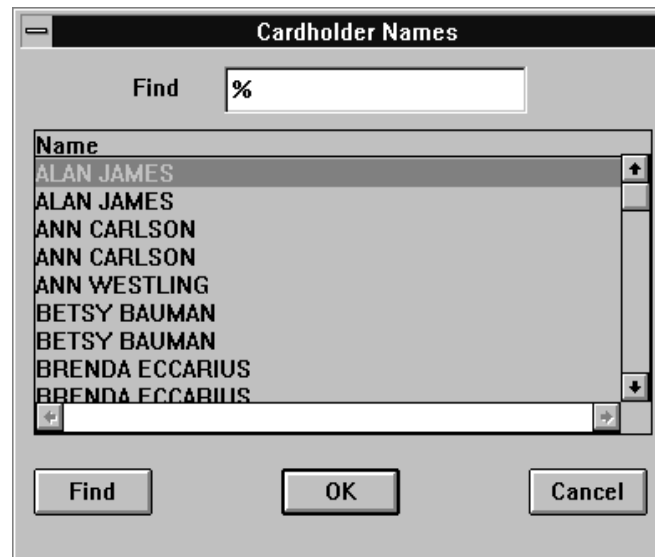


Figure 13. Example of a list pop-up (Cardholder Names)

Scroll to highlight the item (i.e., value) you want to enter and click **[OK]**. The value appears in the applicable field. If you do not know the value, you search for it using the Find function, described below.

### Using The Find Function

The Find function is used to search for a specific value by entering a partial value and a wild card (a percent sign (%)). To use this function, click **[Find]** on the command bar to display a list pop-up.

At the list pop-up, position the cursor in front of the wild card (%), type the partial value, then click **[Find]** on the pop-up. The list pop-up displays all values that begin with the characters you typed. If multiple items are displayed, move to the correct value, then select **[OK]**. The value is entered in the applicable field on the entry window.

### Using The Search/Replace Function

The search/replace function is used to search for and replace records that match specific conditions. To use this function, click **[Edit]** on the command bar. The Editor pop-up (Figure 14) is displayed.



Figure 14. Editor pop-up

Click **[Search]**. The Search/Replace pop-up (**Figure 15**) is displayed.



**Figure 15. Search/Replace pop-up**

Type the value in the Search For field. To replace the searched for value with a new value, type a value in the Replace With field. Otherwise leave this field blank.

- To execute a search, click **[Search]**.
- To execute a search and replace for a single instance, click **[Replace]**.
- To execute a global search and replace, click **[Replace All]**.
- To exit the Search function, click **[Cancel]**.

### ***Saving A Transaction***

When you use a form, the modifications you make to database tables are not recorded directly to the database; rather, they are recorded in the work space. To make your modifications permanent, click **[Save]**. The contents of the work space are saved (i.e., committed) to the database.

### ***Rolling Back A Transaction***

To discard the contents of the work space (i.e., perform a rollback), click **[Clear Form]**.

### ***Acknowledging Alerts***

PCMS alerts appear as one of two types of pop-up windows that partially overlay the current window. To respond to the first type of alert, select the proper answer (**[Yes]**, **[No]**, or **[Cancel]**). For the second type of alert, for which **[OK]** is the only response, you must select **[OK]** to acknowledge that you have read the message.

### ***Automatic Record Locking***

Prevents two or more users from updating the same record at the same time.



## ►The PCMS Main Menu

After you access PCMS, the PCMS Main Menu (**Figure 16**) is displayed showing several options on the menu bar.



**Figure 16. PCMS Main Menu**



Note

This window varies depending on the user's individual profile.

Below is a brief description of each option:

**System Administration.** Used to add, modify, and remove version control data, PCMS Help messages, PCMS Bulletin Board messages, department and agency data, and budget object class data.

**Cardholder.** Used to add, modify, and view user messages, purchase card/cardholder data; reconcile purchase card transactions; and add, modify, and view cardholder profile accounting data.

**Setup.** Used to add new purchase cardholders and establish fleet card accounts and to perform maintenance on existing cards. ◀

**Invoice.** Used by NFC administrative personnel only.

**Reports.** Used to generate the Cardholder Report or access Report Writer to develop ad hoc reports.



Note

The **Window** and **Help** options are used for operational purposes and are described under [System Design](#). The Change Password option is used to change a password and is described under [Changing Your Password](#).

**To:**

- Exit the program, click **[Exit PCMS]**.
- Select an option from the PCMS Main Menu:
  - Click the option name at the menu bar. A drop-down menu is displayed showing other options.
  - Click one of the options on the drop-down menu. The applicable window for that option is displayed.

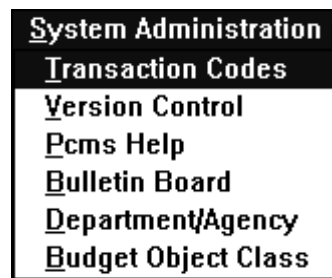
Instructions follow for using the options on the PCMS Main Menu.

---

## The System Administration Menu

System Administration is an option on the PCMS Main Menu (**Figure 16**). It is available for use by PCMS system administrators only. This option provides a drop-down menu of options that allow administrators to add, modify, and remove transaction codes; version control data; help messages; bulletin board messages; department and agency data; and budget object class data.

After you select this option, the System Administration drop-down menu (**Figure 17**) is displayed showing the available options.



**Figure 17. System Administration drop-down menu**

Below is a brief description of each option:

**Transaction Codes.** Used (by NFC only) to add, modify, and remove transaction codes.

**Version Control.** Used (by NFC only) to add, modify, and remove version control data.

**PCMS Help.** Used (by NFC only) to add, modify, and remove help messages.

**Bulletin Board.** Used (by DPC only) to add, modify, and remove messages on the PCMS Bulletin Board.

**Department/Agency.** Used to add, modify, and remove department and agency data.

**Budget Object Class.** Used (by NFC only) to add, modify, and remove budget object class data.

### To:

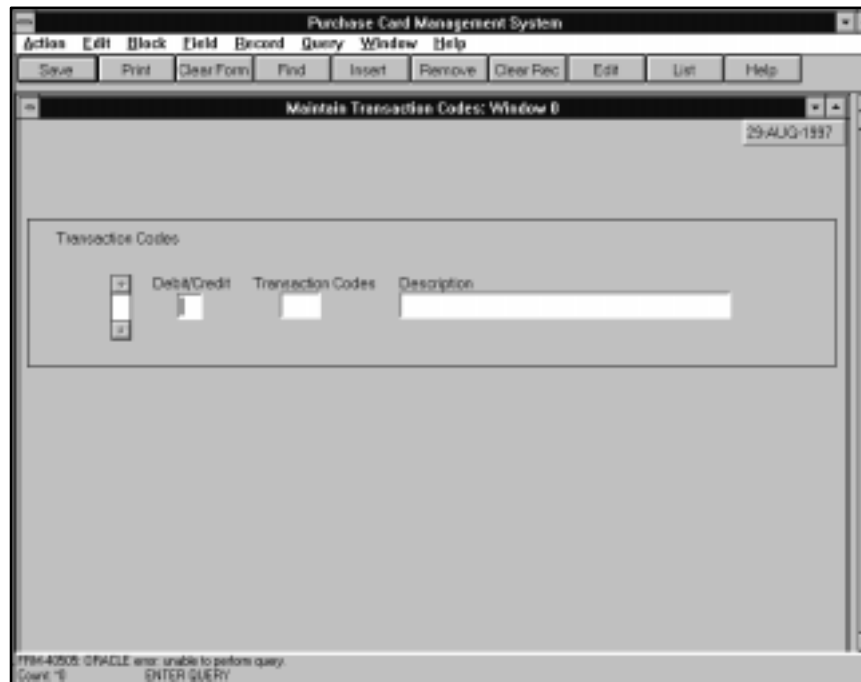
- Select an option from the drop-down menu, click the option name. The window for the selected option is displayed.
- Exit the program, click **[Exit PCMS]**.

Instructions follow for using the options on the System Administration drop-down menu.

## Transaction Codes Maintenance *(For NFC Use Only)*

Transaction Codes is an option on the System Administration drop-down menu. This option is used by NFC personnel to add and modify transaction codes.

After you select the Transaction Codes option, the Maintain Transaction Codes window (**Figure 18**) is displayed.



**Figure 18. Maintain Transaction Codes window**

### **Adding A Transaction Code**

At the Maintain Transaction Codes window, select **Query > Execute**. The window displays the first record. Scroll to the last record. The window displays a blank transaction code record.

Complete the fields as follows:

**Debit/Credit**  
Numeric  
2 positions max.

Type the debit/credit code.

**1** = debit

**-1** = credit

**Transaction Code**  
Alphanumeric  
4 positions max.

Type the transaction code.

**Description**  
Alphanumeric  
120 positions max.

Type the textual description of the transaction code.

After keying in all data, click **[Save]** to update the database. Then, to return to the PCMS Main Menu, select **Action > Exit**.

### **Modifying A Transaction Code**

At the Maintain Transaction Codes window, select the field(s) to be modified. Change the field(s) using the instructions under [Adding A Transaction Code](#).

After keying in all data, click **[Save]** to update the database. Then, to return to the PCMS Main Menu, select **Action > Exit**.

## **Version Control Data (For NFC Use Only)**

Version Control is an option on the System Administration drop-down menu (**Figure 17**). This option is used by NFC personnel to add and modify version control data.

After you select the Version Control option, the Version Control window (**Figure 19**) is displayed.

The screenshot shows a software window titled "Purchase Card Management System" with a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar (Save, Print, Clear Form, Find, Insert, Remove, Clear Rec, Edit, List, Help). Below the toolbar is a sub-window titled "Version Control" with a date field showing "15-SEP-90". The main area of the "Version Control" window contains the text "VERSION CONTROL" and three input fields: "Effective Date:", "Expiration Date:", and "Version No:". Below these fields is a large text area labeled "Comments:". At the bottom left of the window, there is a status bar that reads "Expiration date of this version (Count: 1)".

**Figure 19. Version Control window**

## Adding Version Control Data

At the Version Control window, select **Query > Execute**. The window displays the first record. Scroll to the last record. A blank record appears after the last record.

Complete the fields as follows:

---

<b>Effective Date</b> <i>Date</i> <i>8 positions</i>	Type the date ( <i>mm-dd-yyyy</i> ) the version becomes effective.
<b>Expiration Date</b> <i>Date</i> <i>8 positions</i>	Type the date ( <i>mm-dd-yyyy</i> ) the version expires.
<b>Comments</b> <i>Alphanumeric</i> <i>120 positions max.</i>	Type the free form text to appear as the Version Control message.

---

After keying in all data, click **[Save]** to update the database. Then, to return to the PCMS Main Menu, select **Action > Exit**.

## Modifying Version Control Data

At the Version Control window, select the field to be modified. Change the fields using the instructions under [Adding Version Control Data](#).

After keying in all data, click **[Save]** to update the database. Then, to return to the PCMS Main Menu, select **Action > Exit**.

## PCMS Help *(For NFC Use Only)*

PCMS Help is an option on the System Administration drop-down menu. **This option is for use by NFC programmers only.**

## The Bulletin Board *(For DPC Use Only)*

Bulletin Board is an option on the System Administration drop-down menu (**Figure 17**). This option is used to add, modify, and remove messages on the PCMS Bulletin Board. The PCMS Bulletin Board is used by the DPC to communicate important updated procurement policy information and other messages.

After you select the Bulletin Board option, the Bulletin Board window is displayed.



Figure 20. Bulletin Board window

### Adding A Bulletin Board Message

At the Bulletin Board window (**Figure 20**), select **Query > Cancel**. The window is displayed with no text.

Complete the fields as follows:

<b>Effective Date</b> <i>Date</i> <i>8 positions</i>	Type the effective date ( <i>mm-dd-yyyy</i> ) of the bulletin board message. The message is displayed starting on this date.
<b>Message Text</b> <i>Alphanumeric</i> <i>Unlimited positions</i>	Type the free form text to appear as the bulletin board message.

After keying in all data, click **[Save]** to update the database.

To:

- Add another bulletin board message, repeat the above process.
- Return to the PCMS Main Menu, select **Action > Exit**.

### Modifying A Bulletin Board Message

At the Bulletin Board window, select the message to be modified. Change the message using the instructions under [Adding A Bulletin Board Message](#).



Note

The date field cannot be modified on an existing message.

After keying in all data, click **[Save]** to update the database.

**To:**

- Modify another bulletin board message, repeat the above process.
- Return to the PCMS Main Menu, select **Action > Exit**.

## Removing A Bulletin Board Message

At the Bulletin Board window, select the message to be deleted, then click **[Remove]**. The message is deleted from the window.

Click **[Save]** to update the database.

**To:**

- Remove another bulletin board message repeat the above process.
- Return to the PCMS Main Menu, select **Action > Exit**.

## Department/Agency Data (For NFC Use Only)

Department/Agency is an option on the System Administration drop-down menu (**Figure 17**). This option is used to add, modify, and remove department and agency data (e.g., department/agency code, department/agency name, etc.) identified in PCMS.

After you select this option, the Department/Agency window (**Figure 21**) is displayed.

**Figure 21. Department/Agency window** (Scroll right to see more fields.)



## Adding A Department/Agency

At the Department/Agency window, complete the fields as follows:

---

### Department

**Dept Code**

*Required, alphanumeric  
2 positions*

Type the department code (e.g., USDA is 12).

**Dept Name**

*Required, alphanumeric  
30 positions max.*

Type the department name (e.g., *USDA* is U.S. Department of Agriculture).

**Dept Abbreviation**

*Required, alphanumeric  
6 positions max.*

Type the department abbreviation (i.e., *USDA* is *USDA*).

**User ID**

*Required, alphanumeric  
30 positions max.*

Type the DPC's PCMS ID. A list of values is available for this field.

**Last Name**

The last name of the the DPC.

**First Name**

The first name of the the DPC.

**Middle Initial**

The middle initial of the the DPC.

### Agencies

**Agency Code**

*Required, alphanumeric,  
2 positions*

Type the agency code.

**Agency Abbreviation**

*Required, alphanumeric  
8 positions max.*

Type the agency abbreviation (i.e., Forest Service is *FS*).

**Agency Alias**

*Required, alphanumeric  
2 positions*

Type the numeric agency code used by the bank in place of an alpha agency code (e.g., *PA* is 88).

**Agency Name**

*Required, alphanumeric  
100 positions max.*

Type the agency name (e.g., Forest Service).

**User ID**

*Required, alphanumeric  
30 positions max.*

Type the APC's PCMS ID. A list of values is available for this field.

### APC Name Fields

Scroll to the right to see the APC name fields.

**Last Name**

The last name of the the APC.

**First Name**

The first name of the the APC.

**Middle Initial**

The middle initial of the the APC.

---

After keying in all data, click **[Save]** to update the database. Then:

- To add another record, repeat the above process.
- To return to the PCMS Main Menu, select **Action > Exit**.

### **Modifying A Department/Agency**

At the Department/Agency window, select the record to be modified. Change the fields using the instructions under [Adding A Department/Agency](#).

After keying in all data, click **[Save]** to update the database. Then:

- To modify another record, repeat the above process.
- To return to the PCMS Main Menu, select **Action > Exit**.

### **Removing A Department/Agency**

At the Department/Agency window, select the record to be removed. Click **[Remove]**.



The department/agency record has two components. The department record and the agency record. A department record cannot be removed if agency records exist for the department on the database.

After the agency and/or department records have been removed, click **[Save]** to update the database. Then:

- To remove another record, repeat the above process.
- To return to the PCMS Main Menu, select **Action > Exit**.

## Budget Object Class Data *(For NFC Use Only)*

Budget Object Class is an option on the System Administration drop-down menu (**Figure 17**). This option is used by NFC to add, modify, and remove budget object class data. The budget object class identifies the product or service type being obligated.

After you select this option, the Budget Object Class window (**Figure 22**) is displayed.

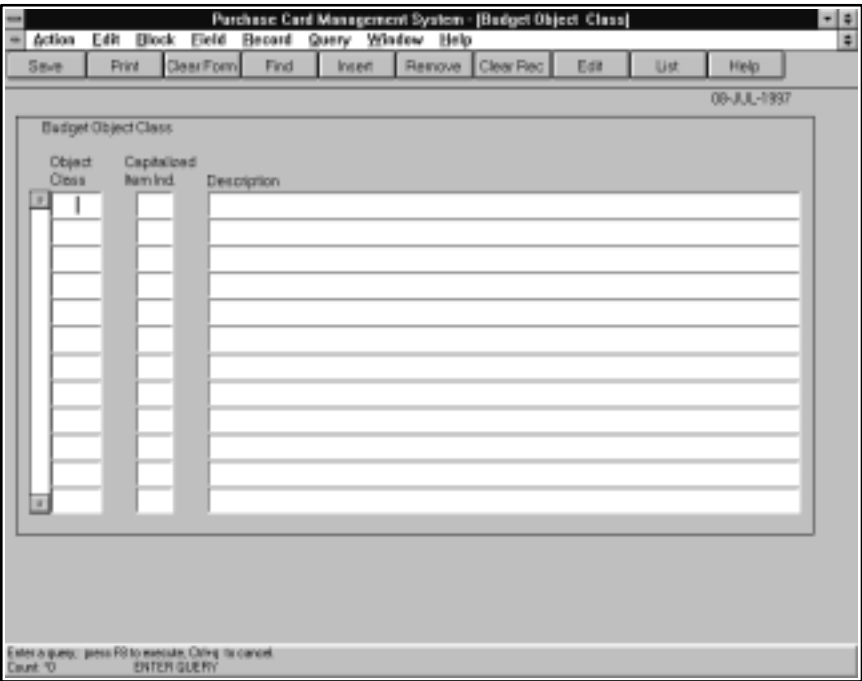


Figure 22. Budget Object Class window

### Adding A Budget Object Class

At the Budget Object Class window, select **Query > Cancel** from the menu bar. The window displays a blank Budget Object Class record.

Complete the fields as follows:

<b>Object Class</b> <i>Required, numeric 4 positions</i>	Type the budget object classification code. This code defines the nature of the services or goods being obligated.
<b>Capitalized Item Ind</b> <i>Alpha 1 position</i>	Type <b>Y</b> if the item is capitalized and subject to reporting in the Property system. Otherwise, leave blank.
<b>Description</b> <i>Alphanumeric 50 positions max.</i>	Type the budget object class description.

After keying in all data, click **[Save]** to update the database. Then:

- To add another record, repeat the above process.
- To return to the PCMS Main Menu, select **Action > Exit**.

### ***Modifying A Budget Object Class***

At the Budget Object Class window, select the record to be modified. Change the fields using the instructions under [Adding A Budget Object Class](#).

After keying in all data, click **[Save]** to update the database. Then:

- To modify another record, repeat the above process.
- To return to the PCMS Main Menu, select **Action > Exit**.

### ***Removing A Budget Object Class***

At the Budget Object Class window, select the record to be removed. Click **[Remove]**.

After the budget object classes have been removed, click **[Save]** to update the database. Then:

- To remove another record, repeat the above process.
- To return to the PCMS Main Menu, select **Action > Exit**.

---

## The Cardholder Menu

Cardholder is an option on the PCMS Main Menu (**Figure 16**). This option provides a drop-down menu of options for PCMS cardholders to reconcile their accounts and perform related functions.

After you select this option, the Cardholder drop-down menu (**Figure 23**) is displayed showing four options.



**Figure 23. Cardholder drop-down menu**

Below is a brief description of each option:

**User Messages.** Used to modify and view user messages.

**Purchase Card.** Used to view cardholder data.

**Card Transactions.** Used to reconcile purchase card transactions.

**Profile Accounting.** Used to add, modify and view profile accounting data.

Instructions follow for using the options on the Cardholder drop-down menu.

### User Messages

User Messages is an option on the Cardholder drop-down menu (**Figure 23**). This option is used to view user messages and add comments to user messages.

After you select this option, the User Messages window (**Figure 24**) is displayed.

**Figure 24. User Messages window**

Below is a brief description of each field:

<b>Name</b>	The cardholder's name as it appears on the purchase card. The person authorized to make charges to this account and the person the message is directed to.
<b>Account Number</b>	<p>This field contains four parts.</p> <ul style="list-style-type: none"> <li>• The bank ID as assigned by the bank for Federal accounts</li> <li>• The cardholder's department code</li> <li>• The cardholder's agency code</li> <li>• The last 10 digits of the cardholder's purchase card account number</li> </ul>
<b>Region</b>	The second position in the agency organizational structure code for that cardholder.
<b>Unit</b>	The third position in the agency organizational structure code for that cardholder.
<b>Sub Unit</b>	The fourth position in the agency organizational structure code for that cardholder.
<b>Message Date</b>	The date of the message.

## Message Status

The message status: *unread* or *read*. Select the appropriate status from the message status drop-down menu.



Note

Messages that have a *read* status no longer appear in the user's mail box. To re-read a message, query it. For more information on querying, see [Executing A Query](#).

## Messages Not Read

The number of messages not read.

## Message

The message text.

## Comments

Alphanumeric  
120 positions max.

Type any comments.

To view transaction data for the message, click **[View Transaction]** (in the data area). The window that is displayed depends on the message in the Message field. For more information on viewing audit transactions, see [Viewing Audit Transactions](#)

If you enter comments, click **[Save]** to update the database. Then, to return to the PCMS Main Menu, select **Action > Exit**.

## Viewing Audit Transactions



Note

This option is used by LAPC only.

At the User Messages window, when the message *Selected for Statistical Sampling* is shown, click **[View Transaction]** from the data area. The Audit Transaction window (**Figure 25**) is displayed.

Figure 25. Audit Transaction window

Below is a brief description of each field:

---

<b>Name</b>	The cardholder's name as it appears on the purchase card. The person authorized to make charges to this account.
<b>Account Number</b>	<p>This field contains four parts.</p> <ul style="list-style-type: none"><li>• The bank ID as assigned by the bank for Federal accounts</li><li>• The cardholder's department code</li><li>• The cardholder's agency code</li><li>• The last 10 digits of the cardholder's purchase card account number</li></ul>
<b>LAPC Name</b>	The LAPC's name.
<b>CH/C</b>	<p>The check/purchase card code indicates the type of transaction:</p> <p>CH = Check C = Purchase card</p>
<b>Action</b>	<p>The action code:</p> <p>A = Approved D = Disputed R = Resolved Q = Questionable P = Partial U = Unapproved</p>
<b>Date</b>	The date the purchase was made.
<b>Amount</b>	The amount of the purchase.
<b>Merchant Name</b>	The merchant's name.
<b>Description</b>	The textual description of the item purchased.
<b>TIN</b>	The merchant's tax identification number or employee's SSN.
<b>Station</b>	The accounting station code.
<b>Accounting Code</b>	The accounting code against which this portion of the transaction is charged.
<b>Oject Class</b>	The budget object classification code. This code defines the nature of the services or goods being obligated.
<b>Dist Amount</b>	The amount of this transaction to be applied to this accounting code.
<b>Total</b>	The total amount of the transaction.



**Statistical Sampling Questions** At the following fields, answer the highlighted question(s). Which questions are highlighted depends on the type of transaction (check or purchase card).

**What Type Of Purchase/  
Reimbursement Is It?**

Select the appropriate answer from the drop-down menu:

Supply  
Service  
Spot Cash Award  
Local Travel  
Misc. Expenses  
Tuition & Books  
Emergency Salary

**Accounting And Budget  
Object Class Was Proper  
And Accurate?**

Type **Y** for *yes* or **N** for *no*.

**The Appropriate Records  
(Property And/Or  
Payroll/Personnel)  
Were Updated?**

Type **Y** for *yes* or **N** for *no*.

**Transaction Was Supported  
By Valid Documentation?**

Type **Y** for *yes* or **N** for *no*.

**What Kind Of  
Documentation Supports  
This Transaction?**

Select the transaction type from the drop-down menu:

SF-287-2  
SF-1 164  
SF-182  
AD-202  
AD-343  
Receipts  
Pkg-Slip

**Receipts Were Attached?**

Type **Y** for *yes* or **N** for *no*.

**Employee's SSN Was  
Entered?**

Type **Y** for *yes* or **N** for *no*.

**Regulations Were  
Followed?**

Type **Y** for *yes* or **N** for *no* to indicate that Federal Acquisition and/or Travel Regulations were followed.

**Comments**  
*Alphanumeric*  
*120 positions max.*

Type comments to explain any *no* answer.

---

After providing the information requested, click **[Save]** on the menu bar to update the database. Then, to return to the User Messages window, select **Action > Exit**.

## Profile Accounting Data

Profile Accounting is an option on the Cardholder drop-down menu (**Figure 23**). This option is used to view or modify a cardholder's profile accounting data.

After you select the Profile Accounting option, the Cardholder Profile Accounting window (**Figure 26**) is displayed.

**Figure 26. Cardholder Profile Accounting window**

Complete the fields as follows:

<b>Name</b>	The cardholder's name as it appears on the purchase card. The person authorized to make charges to this account. A list of values ( <i>for the LAPC only</i> ) is available for this field.
<b>Account Number</b>	This field contains four parts. <ul style="list-style-type: none"> <li>• The bank ID as assigned by the bank for Federal accounts</li> <li>• The cardholder's department code</li> <li>• The cardholder's agency code</li> <li>• The last 10 digits of the cardholder's purchase card account number</li> </ul>
<b>Agency</b> <i>Numeric</i> <i>2 positions</i>	Type the agency code if different from the profile agency.
<b>Station</b> <i>Numeric</i> <i>4 positions</i>	Type the accounting station code, if applicable.
<b>Accounting Code</b> <i>Alphanumeric</i> <i>25 positions max.</i>	Type the accounting code.

**Account Description**  
*Alpha, 20 positions max.*

Type your description of the accounting code.

**Object Class**  
*Required, numeric  
4 positions*

Type the budget object classification code. This code defines the nature of the services or goods being obligated. A list of values is available for this field.

**Distribution Percent**  
*Numeric  
3 positions max.*

Type the percentage to be applied to the accounting code.

**Total Percent**

The total percentage of all lines of accounting. This field must equal 100 percent.

After completing the fields, click **[Save]** on the command bar to update the database. Then, to return to the PCMS Main Menu window, select **Action > Exit**.

## Purchase Card Data

Purchase Card is an option on the Cardholder drop-down menu (**Figure 23**). This option is used to view the cardholder's purchase card data.

After you select the Purchase Card option, the Purchase Card window (**Figure 27**) is displayed. All data on this window is generated from the bank and cannot be changed.

Figure 27. Purchase Card window

Below is a brief description of each field:

---

<b>Name</b>	The cardholder's name as it appears on the card (i.e., the person authorized to charge to the account. A list of cardholders <i>(for the LAPC only)</i> is available for this field. Click the list command button to display the list.
<b>Account Number</b>	<p>This field contains four parts.</p> <ul style="list-style-type: none"> <li>• The bank ID as assigned by the bank for Federal accounts.</li> <li>• The cardholder's department code.</li> <li>• The cardholder's agency code.</li> <li>• The last 10 digits of the cardholder's purchase card account number.</li> </ul>
<b>Region</b>	The second position in the agency organizational structure code for that cardholder.
<b>Unit</b>	The third position in the agency organizational structure code for that cardholder.
<b>Sub Unit</b>	The fourth position in the agency organizational structure code for that cardholder.
<b>Phone Number</b>	The cardholder's business phone number.
<b>Monthly Limit</b>	The cardholder's monthly limit. The maximum amount the cardholder can spend in one month.
<b>Expiration Date</b>	The expiration date of the cardholder's account.
<b>Single Purchase Limit</b>	The cardholder's single purchase limit.
<b>Card Status</b>	<p>The card status:</p> <p style="margin-left: 40px;">A = Active</p> <p style="margin-left: 40px;">S = Skeletal purchase card profile</p>
<b>Tax Exempt Number</b>	The tax exempt number for the department.
<b>LAPC Name</b>	The Local Agency Program Coordinator's name.

---

To return to the PCMS Main Menu window, select **Action > Exit**.

## Card Transactions

Card Transactions is an option on the Cardholder drop-down menu (**Figure 23**). This option is used to reconcile purchase card transactions.

After you select the Card Transactions option, the Transactions window (**Figure 28**) is displayed.

Purchase Date	Transaction Amount	Merchant Name	Action Code	Merchant City	Merchant State	Invoice Paid Date
			Acq			
			Acq			
			Acq			
			Acq			
			Acq			
			Acq			
			Acq			


Figure 28. Transactions window

### Viewing Transactions

To view unapproved transactions, select **Query > Execute** at the Transactions window. The window displays outstanding transactions in descending purchase date order.

Below is a brief description of each field:

Name	The cardholder's name as it appears on the purchase card (i.e., the person authorized charge to this account). A list of value ( <i>for LAPC only</i> ) is available.
Account Number	This field contains four parts. <ul style="list-style-type: none"><li>• The bank ID as assigned by the bank for Federal accounts</li><li>• The cardholder's department code</li><li>• The cardholder's agency code</li><li>• The last 10 digits of the cardholder's purchase card account number</li></ul>

<b>Purchase Date</b>	The date the purchase was made.
<b>Transaction Amount</b>	The amount of the purchase.
<b>Merchant Name</b>	The merchant's name.
<b>Action Code</b>	The current action on the transaction. <div style="margin-left: 40px;"> A = Approved  D = Disputed  R = Resolved  Q = Questionable  P = Partial  U = Unapproved </div>
<b>Merchant City</b>	The merchant's city name.
<b>Merchant State</b>	The abbreviation for the merchant's state or county.
<b>Invoice Paid Date</b>	The date the invoice was paid.
	If this field is blank, it means the invoice has not been paid.

To display accounting data for a specific transaction, click **[Acctg]** next to the transaction.

To display the dispute data for a specific transaction, select **Card Transaction > Maintain Disputes** from the menu bar. (See [Figure 29.](#))



**Figure 29. Card Transaction drop-down menu**

To return to the PCMS Main Menu, select **Action > Exit**.

## Modifying Accounting Data

To modify transaction accounting or update additional information about the transaction, at the Transactions window (**Figure 28**):

- Select **Query > Execute**, then click **[Acctg]** next to the transaction.
- OR
- Select **Card Transaction > Maintain Transactions** from the menu bar. (See [Figure 29.](#))

The Transaction Maintenance window (**Figure 30**) is displayed showing additional transaction and accounting data for the transaction selected.

**Figure 30. Transaction Maintenance window**

Each field described below identifies the current transaction:

<b>Purchase Date</b>	The date the purchase was made.
<b>Merchant Name</b> <i>Alphanumeric 25 positions max.</i>	The merchant's name. (If writing a check, the cardholder must type the merchant's name.)
<b>Merchant Address</b>	The address of the merchant where the purchase was made.
<b>Merchant City</b> <i>Alphanumeric 25 positions max.</i>	The city where the merchant is located. (If writing a check, the cardholder must type the merchant's city.)
<b>Merchant State</b> <i>Alphanumeric 2 positions</i>	The state where the merchant is located. (If writing a check, the cardholder must type the merchant's state.)
<b>Merchant Zip</b>	The ZIP Code of the merchant where the purchase was made.
<b>Current Accounting Fields</b>	The following fields identify the current accounting that the transaction is charged against
<b>Agency</b>	The agency code.
<b>Station</b>	The accounting station code.
<b>Accounting Code</b>	The accounting code against which this portion of the transaction is to be charged.
<b>Account Description</b>	The description of the accounting code.

<b>Object Class</b>	The budget object classification code. This code defines the nature of the services or goods being obligated.
<b>Dist Amount</b>	The amount of this transaction to be applied to this accounting code.
<b>Total</b>	The total amount of the transaction.
<b>Transaction Reconciliation Fields</b>	You may complete the following fields while reconciling the transaction.
<b>Action</b> <i>Required</i>	Select the appropriate action code from the associated drop-down menu: Approved Disputed Resolved Questionable Partial Unapproved
<b>Date Received</b> <i>Date</i> <i>8 positions</i>	Type the date the goods were received by the purchaser.
<b>SF-281 Code</b> <i>Alpha</i> <i>2 positions</i>	Type the SF-281 code for purchases over \$2,500). A list of values is available for this field.
<b>Tax ID Number</b> <i>Numeric</i> <i>10 positions</i>	Type the merchant's tax identification number or employee's SSN. (The cardholder does this only if writing a check.) A list of values is available for this field.
<b>Agency Ref Number</b> <i>Alpha</i> <i>32 positions max.</i>	Type the agency reference number.
<b>Item Description</b> <i>Alphanumeric</i> <i>2000 positions max.</i>	Type the textual description of the items purchased. (If a check, the check number appears here.)
<b>Comments</b> <i>Alphanumeric</i> <i>240 positions max.</i>	Type any comments.
<b>Agency</b> <i>Numeric</i> <i>2 positions</i>	Type the agency code.
<b>Station</b> <i>Numeric</i> <i>4 positions</i>	Type the accounting station code, if applicable.
<b>Accounting Code</b> <i>Alphanumeric</i> <i>25 positions max.</i>	Type the accounting code against which this portion of the transaction is to be charged. A list of values is available for this field.
<b>Account Description</b> <i>Alpha</i> <i>20 positions max.</i>	Type the description of the accounting code.
<b>Object Class</b> <i>Numeric</i> <i>4 positions</i>	Type the budget object classification code. This code defines the nature of the services or goods being obligated. A list of values is available for this field.



**Dist Amount**  
Required, numeric  
9 positions max.

Type the amount of this transaction to be applied to this accounting code.

**Total**  
No entry

The total amount of the transaction.



**(1)** If the Merchant Name, Merchant City, Merchant State, and Tax ID Number fields are white, the transaction is a check and the user is required to enter this information after the transaction is approved. If these fields are grey, the transaction is a purchase card transaction, the merchant name cannot be changed, and the tax ID number is provided by the bank.

**(2)** If the Total amount of the transaction is greater than \$2,500 the SF-281 code becomes white and this code is required after the transaction has been approved. If this field is grey, the transaction amount is less than \$2,500 and the SF-281 code is optional.

To modify a line of accounting that is currently attached to the transaction, click **[Modify]** next to the line you want to change. That line is copied to the bottom part of the window, where you may change the data as needed. Repeat these instructions for each line to be modified.

**OR**

To modify all the current lines of accounting. Click **[Modify All Acctg]**. All the current lines of accounting are copied to the bottom part of the window. Change the data as needed.

**OR**

You are free to type in the accounting information into the fields displayed in the bottom part of the screen.

After modifying all accounting, click **[Save]** to update the database. Then:

- To display the previous transaction, click **[Prev Transaction]**.
- To display the next transaction, click **[Next Transaction]**.
- To display the comments, click **[Comments]**.



To display comments about a particular line of accounting, the cursor must be on that line of accounting.

- To return to the PCMS Main Menu, select **Action > Exit**.

## Disputing A Transaction

At Transactions window (**Figure 28**) or at the Transaction Maintenance window (**Figure 30**), select **Card Transaction > Maintain Disputes**.



If the transaction is a check, a pop-up is displayed showing the warning *You can not dispute check transactions!*

Click **[OK]**. The Dispute Maintenance window (**Figure 31**) is displayed.

**Figure 31. Dispute Maintenance window**

Complete the fields as follows:

<b>Purchase Date</b>	The date the purchase was made.
<b>Merchant Name</b>	The merchant's name.
<b>Reference Number</b>	The number assigned to the transaction by the input source.
<b>Dispute Code</b> <i>Alphanumeric 3 positions max.</i>	Type the appropriate dispute code. A list of valid codes is available.
<b>Short Description</b>	The description associated with the dispute code. This data is displayed when a dispute code is entered.
<b>Date Disputed</b> <i>Date 8 positions</i>	The current date is generated. Tab to the next field to accept this date, or type the correct date ( <i>mm-dd-yyyy</i> ) .
<b>Date Resolved</b> <i>Date 8 positions</i>	Type the date ( <i>mm-dd-yyyy</i> ) the dispute was resolved.
<b>Date Merchant Contacted</b> <i>Date 8 positions</i>	Type the date ( <i>mm-dd-yyyy</i> ) the merchant was contacted.

**Amount**  
*Required, numeric  
11 positions*

Type the amount in dispute.

**Comments**  
*Alphanumeric  
240 positions max.*

Type any comments. If Dispute Code 11 is selected, additional comments are required.

---

After keying in the dispute data, click **[Save]** to update the database. Then:

- To display the previous transaction, click **[Prev Transaction]**.
- To display the next transaction, click **[Next Transaction]**.
- To display the Transaction Maintenance window (**Figure 30**), select **Card Transaction > Maintain Transactions**.
- To display the Transactions window (**Figure 28**), select **Card Transaction > View Transactions**.
- To return to the PCMS Main Menu, select **Action > Exit**.



---

## The Setup Menu

► Setup is an option on the PCMS Main Menu (**Figure 16**). This option provides a drop-down menu of options for PCMS administrators to setup accounts and perform related functions.

After you select this option, the Setup drop-down menu (**Figure 32**) is displayed showing up to two options.



**Figure 32. The Setup drop-down menu**

Below is a brief description of each option:

**Cardholder Setup.** Used by the LAPC to add new cardholders, perform maintenance on existing cardholders, delete a card and replace an existing card.

**Fleetcard Setup.** Used by the FPC to add new fleet card accounts, perform maintenance on existing fleet card accounts, delete a fleet card account and replace an existing fleet card account.

Instructions follow for using the options on the Setup drop-down menu.

### Cardholder Setup

Cardholder setup is an option on the Setup drop-down menu (**Figure 32**). This option is used to setup a cardholder account.

After you select this option, the Cardholder Account Maintenance Screen window (**Figure 33**) is displayed. ◀

Figure 33. Cardholder Account Maintenance Screen

Complete the fields as follows:

**Action Code**  
*Required*

Select the appropriate action code from the associated drop-down menu:

- A = Add New Cardholder
- D = Delete Cardholder/Card
- M = Modify Cardholder
- R = Replace Cardholder/Card

**LAPC Last Name**  
*Required, alphanumeric*  
*20 positions max.*

Type or select the LAPC's last name. A list of values is available for this field.

**LAPC First Name**  
*Required, alphanumeric*  
*12 positions max.*

Type the LAPC's first name.

**LAPC User Id**  
*Required, alphanumeric*  
*20 positions max.*

Type the LAPC's user identification number.

#### Cardholder Profile

The following fields identify the cardholder profile data:

**SSN**  
*Required, numeric*  
*9 positions*

Type the cardholder's social security number.

**First Name**  
*Required, alphanumeric*  
*12 positions max.*

Type the first name of the cardholder.

**Middle Initial**  
*Alphanumeric*  
*1 position*

The middle initial of the cardholder. ◀

<b>Last Name</b> <i>Required, alphanumeric</i> <i>20 positions max.</i>	► The last name of the cardholder.
<b>Office Address 1</b> <i>Required, alphanumeric</i> <i>36 positions max.</i>	Type the cardholder's office address.
<b>Office Address 2</b> <i>Alphanumeric</i> <i>36 positions max.</i>	Type additional cardholder address information as needed.
<b>Office City</b> <i>Required, alphanumeric</i> <i>25 positions max.</i>	Type the cardholder's office city.
<b>Office State/Foreign Country</b> <i>Required, alpha</i> <i>2 positions</i>	Type the cardholder's office state or foreign country code. A list of values is available for this field.
<b>Office ZIP Code</b> <i>Required, numeric</i> <i>5 positions</i>	Type the cardholder's office ZIP Code.
<b>Office ZIP Code Ext</b> <i>Required, numeric</i> <i>4 positions</i>	Type the cardholder's office ZIP Code extension or zeros.
<b>Foreign Address</b> <i>Required, alpha</i> <i>1 position</i>	Indicate if the address is foreign: Y = Yes N = No
<b>Office Phone</b> <i>Required, alphanumeric</i> <i>10 positions</i>	The cardholder's office phone number.
<b>Office Email</b> <i>Alphanumeric</i> <i>50 positions max.</i>	The cardholder's e-mail address.
<b>Program Code</b> <i>Required, numeric</i> <i>6 positions</i>	Type the reporting level 1 code.
<b>Dept Code</b> <i>Required, numeric</i> <i>2 positions</i>	Type the reporting level 2 code.
<b>Agency</b> <i>Required, numeric</i> <i>2 positions</i>	Type the reporting level 3 code.
<b>Region</b> <i>Required, numeric</i> <i>2 positions</i>	Type the reporting level 4 code.
<b>Unit</b> <i>Required, numeric</i> <i>2 positions</i>	Type the reporting level 5 code.
<b>Sub Unit</b> <i>Required, numeric</i> <i>5 positions</i>	Type the reporting level 6 code.◀

<b>Type of Plastic</b> <i>Required</i>	►Type or select the type of plastic code. (A list of values is available for this field): S = Standard (show USDA and account number) Q = Quasi-Generic (show account number)
<b>Conv Check</b> <i>Alpha</i> <i>1 position</i>	Indicate if the cardholder will have convenience checks: Y = Yes N = No
<b>No Of Check Books</b> <i>Numeric</i> <i>1 position</i>	Type or select the number of books of convenience checks the cardholder will get (A list of values is available for this field.): 0 = None (No books) 1 = 50 Checks (1 books) 2 = 100 Checks (2 books) 3 = 150 Checks (3 books)
<b>Conv Check Design Code</b> <i>Numeric</i> <i>6 positions</i>	Type or select the convenience check designation code. A list of values is available for this field.
<b>Mat Code</b> <i>Required, numeric</i> <i>4 positions</i>	Type the Mat code. Defaults to 0000.
<b>Single Purchase Limit</b> <i>Numeric</i> <i>7 positions max.</i>	Type the cardholder's single purchase limit.
<b>Monthly Limit</b> <i>Numeric</i> <i>7 positions max.</i>	Type the cardholder's monthly credit limit.
<b>Ship Card To LAPC</b> <i>Alpha</i> <i>1 position</i>	Indicate if the card is to be shipped to the LAPC: Y = Yes N = No
<b>ATM Access</b> <i>Alpha</i> <i>1 position</i>	Indicate if the cardholder will have ATM access: Y = Yes N = No
<b>No Of Check Books Ordered</b> <i>Numeric</i> <i>1 position</i>	The number of books of convenience checks the cardholder ordered: 0 = None (No books) 1 = 50 Checks (1 books) 2 = 100 Checks (2 books) 3 = 150 Checks (3 books)
<b>Date Check Books Ordered</b> <i>Date</i> <i>8 positions</i>	The date the check books were ordered from the bank.
<b>Date Sent To Bank</b> <i>Date</i> <i>8 positions</i>	The date the request/application is sent to the bank.
<b>Date Returned From Bank</b> <i>Date</i> <i>8 positions</i>	The date the request/application is returned from to the bank.◀



**Account Number**  
Numeric  
35 positions max.

► The cardholder's account number.

After keying in all data, click **[Save]** to update the database. If this is a new record, the user must enter the profile accounting before saving the record.

**To:**

- Add another user, click **[Insert]** , then repeat the above process.
- Update LAPC User data, click **[Update LAPC User]** (in the data area). The window that is displayed shows the LAPC User data. For more information on updating LAPC User data, see [LAPC User Data](#)
- Display the Profile Accounting Screen, click **[Profile Acctg Screen]** (in the data area). The window that is displayed shows the profile accounting for the selected cardholder. For more information on Profile Accounting, see [Profile Accounting Data](#)
- Return to the PCMS Main Menu, select **Action > Exit**.

## Profile Accounting Data

Profile Accounting is a button on the Cardholder Account Maintenance Screen. This button is used to display the Cardholder Profile Accounting window (**Figure 34**).

**Figure 34. Cardholder Profile Accounting window**

Complete the fields as follows:

**Cardholder First Name**

The first name of the cardholder.◀

<b>Cardholder Middle Initial</b>	►The middle initial of the cardholder.
<b>Cardholder Last Name</b>	The last name of the cardholder.
<b>Profile Accounting</b>	The following fields identify the cardholder profile accounting data:
<b>Agency</b> <i>Numeric</i> <i>2 positions</i>	Type the agency code if different from the profile agency.
<b>Station</b> <i>Numeric</i> <i>4 positions</i>	Type the accounting station code, if applicable.
<b>Accounting Code</b> <i>Alphanumeric</i> <i>25 positions max.</i>	Type the accounting code.
<b>Account Description</b> <i>Alpha</i> <i>20 positions max.</i>	Type your description of the accounting code.
<b>Object Class</b> <i>Required, numeric</i> <i>4 positions</i>	Type the budget object classification code. This code defines the nature of the services or goods being obligated. A list of values is available for this field.
<b>Distribution Percent</b> <i>Numeric</i> <i>3 positions max.</i>	Type the percentage to be applied to the accounting code.
<b>Total Percent</b>	The total percentage of all lines of accounting. This field must equal 100 percent. (System generated based on the previous input.)

---

After keying in all data, click **[Save]** to update the database.

**To:**

- Display the Cardholder Account Maintenance Screen window (**Figure 33**), click **[Cardholder Screen]** (in the data area). For more information on Cardholder Account Maintenance, see [Cardholder Setup](#)
- Return to the PCMS Main Menu, select **Action > Exit**.

## LAPC User Data

LAPC User is a button on the Cardholder Account Maintenance Screen. This option is used to update the LAPC's data. When this button is clicked, the LAPC User window (**Figure 35**) is displayed. ◀

Figure 35. LAPC User window

Complete the fields as follows:

<b>LAPC User</b>	The following fields identify the LAPC’s data:
<b>PCMS User ID</b> <i>Required, alphanumeric 20 positions max.</i>	The LAPC’s PCMS user identification number.
<b>SSN</b> <i>Required, numeric 9 positions</i>	Type the LAPC’s social security number.
<b>First Name</b> <i>Required, alphanumeric 12 positions max.</i>	Type the first name of the LAPC.
<b>Middle Initial</b> <i>Alphanumeric 1 position</i>	Type the middle initial of the LAPC.
<b>Last Name</b> <i>Required, alphanumeric 20 positions max.</i>	Type the last name of the LAPC.
<b>Office Address Ln 1</b> <i>Required, alphanumeric 36 positions max.</i>	Type the LAPC’s office address.
<b>Office Address Ln 2</b> <i>Alphanumeric 36 positions max.</i>	Type additional LAPC address information as needed.◀

<b>Office City</b> <i>Required, alphanumeric 25 positions max.</i>	►Type the LAPC's office city.
<b>Office State</b> <i>Required, alpha 2 positions</i>	Type the LAPC's office state.
<b>Office ZIP</b> <i>Required, numeric 5 positions</i>	Type the LAPC's office ZIP Code.
<b>Office Work Phone</b> <i>Required, alphanumeric 10 positions</i>	Type the LAPC's office phone number.
<b>Office Fax Phone</b> <i>Alphanumeric 10 positions</i>	Type the LAPC's office fax phone number.
<b>Office Email</b> <i>Alphanumeric 50 positions max.</i>	Type the LAPC's e-mail address.

After completing the fields, click **[Save]** on the command bar to update the database. To return to the Cardholder Account Maintenance window, select **Action > Exit**. To return to the PCMS Main Menu window, select **Action > Exit**.

## Fleetcard Setup

Fleetcard setup is an option on the Setup drop-down menu (**Figure 32**). This option is used by the FPC to setup a fleet card account.

After you select this option, the Fleetcard Account Maintenance Screen (**Figure 36**) is displayed.

Figure 36. Fleet Card Account Maintenance Screen◀

► Complete the fields as follows:

<b>LFPC User</b>	The following fields identify the FPC profile data:
<b>LFPC User</b> <i>Required, alphanumeric</i> <i>20 positions max.</i>	Type the LFPC's PCMS User identification number.
<b>First Name</b> <i>Required, alphanumeric</i> <i>12 positions max.</i>	Type the first name of the LFPC.
<b>Middle Initial</b> <i>Alphanumeric</i> <i>1 position</i>	The middle initial of the LFPC.
<b>Last Name</b> <i>Required, alphanumeric</i> <i>20 positions max.</i>	The last name of the LFPC.
<b>SSN</b> <i>Required, numeric</i> <i>9 positions</i>	Type the LFPC's social security number.
<b>Foreign Address Ind</b> <i>Required, alpha</i> <i>1 position</i>	Indicate if the address is foreign: Y = Yes N = No
<b>Address Ln 1</b> <i>Required, alphanumeric</i> <i>36 positions max.</i>	Type the LFPC's office address.
<b>Address Ln 2</b> <i>Alphanumeric</i> <i>36 positions max.</i>	Type additional LFPC address information as needed.
<b>City</b> <i>Required, alphanumeric</i> <i>25 positions max.</i>	Type the LFPC's office city.
<b>State</b> <i>Required, alpha</i> <i>2 positions</i>	Type the LFPC's office state or foreign country code. A list of values is available for this field.
<b>ZIP</b> <i>Required, numeric</i> <i>5 positions</i>	Type the LFPC's office ZIP Code.
<b>Work Phone</b> <i>Required, alphanumeric</i> <i>10 positions</i>	The LFPC's office phone number.
<b>Email</b> <i>Alphanumeric</i> <i>50 positions max.</i>	The LFPC's e-mail address.
<b>Program Code</b> <i>Required, numeric</i> <i>6 positions</i>	Defaults to <b>448687</b> for reporting level 1 (fleet).
<b>Dept</b> <i>Required, numeric</i> <i>2 positions</i>	Type the reporting level 2 code. ◀

**Agency**  
*Required, numeric  
2 positions*

►Type the reporting level 3 code.

**Region**  
*Required, numeric  
2 positions*

Type the reporting level 4 code.

**Unit**  
*Required, numeric  
2 positions*

Type the reporting level 5 code.

**Sub Unit**  
*Required, numeric  
5 positions*

Type the reporting level 6 code.

#### Equipment Information

The following fields identify the equipment information.

**Action Requested**  
*Required  
1 position*

Type the appropriate action code (A list of values is available for this field.):

- A = Add A New Cardholder
- D = Delete Cardholder/Card
- L = Relocate Equipment
- M = Modify Cardholder
- R = Replace Cardholder/Card

**Type of Plastic**  
*Required, alphanumeric  
1 position*

Type the appropriate type of plastic code (A list of values is available for this field.):

- Q = Quasi-Generic
- S = Standard

**Card Type**  
*Required, alphanumeric  
1 position*

Type the appropriate card type code (A list of values is available for this field.):

- D = Driver
- N = Neither
- V = Vehicle

**Type of Equip**  
*Required, alphanumeric  
1 position*

Type the appropriate type of equipment code (A list of values is available for this field.):

- A = Aircraft
- B = Boat
- E = Equipment
- P = Pool
- V = Vehicle

**Odometer Indicator**  
*Required, alphanumeric  
1 position*

Type the appropriate odometer indicator code:

- Y = Yes
- N = No

**Tag/Equipment Number**  
*Alphanumeric  
20 positions max.*

Type the Tag/Equipment number.

**Equip City**  
*Required, alphanumeric  
25 positions max.*

Type the equipment's office city. ◀

<b>Equip State</b> <i>Required, alpha 2 positions</i>	►Type the equipment's office state or foreign country code. A list of values is available for this field.
<b>Equip ZIP</b> <i>Required, numeric 5 positions</i>	Type the equipment's office ZIP Code.
<b>Fuel &amp; Maint</b> <i>Required, alphanumeric 1 position</i>	Type the appropriate fuel and maintenance code (A list of values is available for this field.): Y = Yes N = No
<b>Spanish</b> <i>Required, alphanumeric 1 position</i>	Type the appropriate Spanish indicator code: Y = Yes N = No
<b>Vehicle Pin #</b> <i>Alphanumeric 20 positions max.</i>	The vehicle personal identification number.
<b>Dept</b> <i>Required, numeric 2 positions</i>	Type the reporting level 2 code.
<b>Agency</b> <i>Required, numeric 2 positions</i>	Type the reporting level 3 code.
<b>Region</b> <i>Required, numeric 2 positions</i>	Type the reporting level 4 code.
<b>Unit</b> <i>Required, numeric 2 positions</i>	Type the reporting level 5 code.
<b>Sub Unit</b> <i>Required, numeric 5 positions</i>	Type the reporting level 6 code.
<b>LFPC User</b> <i>Required, alphanumeric 20 positions max.</i>	The Local Fleet Program Coordinator's user identification number.
<b>Driver First Name</b> <i>Required, alphanumeric 12 positions max.</i>	Type the first name of the driver (if applicable).
<b>Driver Initial</b> <i>Alphanumeric 1 position</i>	The middle initial of the driver.
<b>Driver Last Name</b> <i>Required, alphanumeric 20 positions max.</i>	The last name of the driver.
<b>Driver Address 1</b> <i>Required, alphanumeric 36 positions max.</i>	Type the driver's office address.
<b>Driver Address 2</b> <i>Alphanumeric 36 positions max.</i>	Type additional driver address information as needed.◀

**Driver City**  
*Required, alphanumeric  
25 positions max.*

►Type the driver's office city.

**Driver State**  
*Required, alpha  
2 positions*

Type the driver's office state or foreign country code.

**Driver ZIP**  
*Required, numeric  
5 positions*

Type the driver's office ZIP Code.

**Driver Phone**  
*Required, alphanumeric  
10 positions*

Type the driver's office phone number.

**Vehicle Make Model/Year**  
*Required, alphanumeric  
30 positions max.*

Type the vehicle make, model and year.

**Cost/Fuel Trans Limit**  
*Numeric  
7 positions max.*

Type the equipment's cost for fuel transaction limit.

**Daily Trans Limit**  
*Nnumeric  
2 positions max.*

Type the equipment's daily transaction limit.

**Cost/Maint Trans Limit**  
*Numeric  
11 positions max.*

Type the equipment's cost per maintenance occurrence limit.

**Price/Gallon Limit**  
*Nnumeric  
7 positions max.*

Type the equipment's price per gallon limit.

**Gallons/Trans Limit**  
*Numeric  
7 positions max.*

Type the equipment's gallons per transaction purchase limit.

**Sent To Bank**  
*Date  
8 positions*

The date (*mm-dd-yyyy*) the request/application is sent to the bank.

**Returned Fm Bank**  
*Date  
8 positions*

The date (*mm-dd-yyyy*) the request/application is returned from to the bank.

**Voyager Number**  
*Numeric  
35 positions max.*

The equipment's Voyager account number.

**Bank #**  
*Numeric  
35 positions max.*

The bank number.

**Card Expire**  
*Date  
8 positions*

The date (*mm-dd-yyyy*) the card expires.

---

After keying in all data, click **[Profile Acctg Screen]** to update the database. If this is a new record the user must enter the profile accounting before saving the record.

**To:**

- Add another user, click **[Insert]**, then repeat the above process. ◀



- Click **[Copy Record]** to copy a record (in the data area).
- Display the Profile Accounting Screen, click **[Profile Accounting]** (in the data area). The window that is displayed shows the profile accounting for the selected LFPC. For more information on Profile Accounting, see [Profile Accounting Data \(Fleet Card\)](#)
- Return to the PCMS Main Menu, select **Action > Exit**.

## Profile Accounting Data (Fleet Card)

Profile Accounting is a button on the Fleet Card Account Maintenance Screen. This button is used to display the Fleet Card Account Maintenance Screen Profile Accounting window (**Figure 37**). This window is used to view or insert a LFPC's profile accounting data.

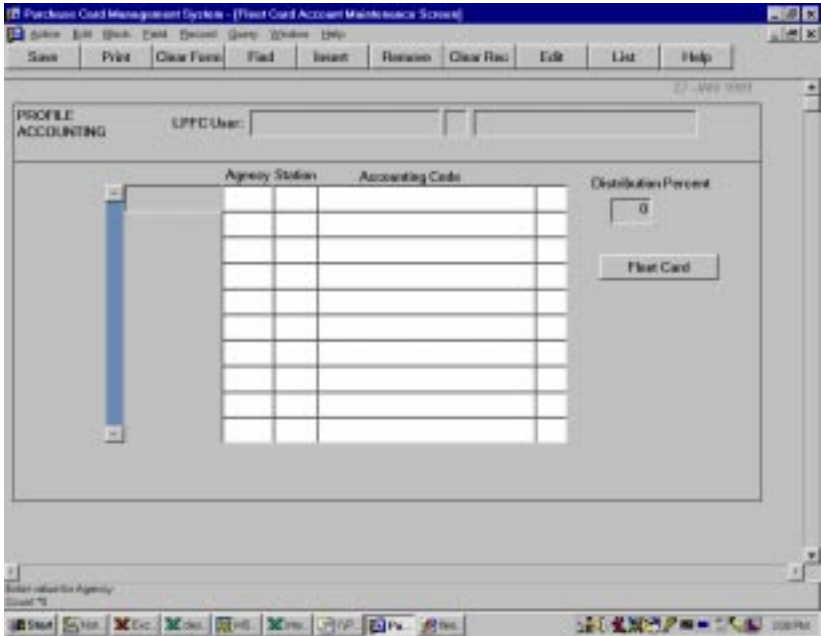


Figure 37. Fleet Card Account Maintenance Screen Profile Accounting window

Complete the fields as follows:

---

**Profile Accounting**

**LFPC User**

The following fields identify the LFPC User profile data:

The first name of the LFPC.

The middle initial of the LFPC.

The last name of the LFPC.

**Agency**

Numeric  
2 positions

Type the agency code if different from the profile agency. ◀

**Station**

*Numeric  
4 positions*

►Type the accounting station code, if applicable.

**Accounting Code**

*Alphanumeric  
25 positions max.*

Type the accounting code.

**Distribution Percent**

*Numeric  
3 positions max.*

The percentage to be applied to the accounting code.

---

After keying in all data, click **[Save]** to update the database.

**To:**

- Display the Fleet Card Account Maintenance Screen Profile Accounting window (**Figure 37**), click **[Fleet Card]** (in the data area). For more information on fleet card account maintenance data, see [Fleetcards Setup](#).
- Return to the PCMS Main Menu, select **Action > Exit** ◀

---

## ►The Reports Menu *(For Cardholder Use Only)*

Reports is an option on the PCMS Main Menu (**Figure 16**). This option provides a menu of options that are used to generate standard reports.

After you select the Reports option, the Reports drop-down menu (**Figure 38**) is displayed showing the available options.



**Figure 38. Reports drop-down menu**

Below is a brief description of each option:

**Cardholder Report.** Used to generate the standard cardholder report showing all purchase card transactions for an account in a specified time period.

**Report Writer.** Used to generate ad hoc reports.

Instructions follow for using each option on the Reports drop-down menu.

### Cardholder Report

Cardholder Report is an option on the Reports drop-down menu (**Figure 38**). This option is used to generate a report showing all transactions for an account in a specified time period.

After you select the Cardholder Report option, the pfr010: Runtime Parameter Form window (**Figure 39**) is displayed. ◀

Figure 39. pfr010: Runtime Parameter Form window

Complete the fields as follows:

**Destype**  
*Required*

Select **Preview** from the list menu to ensure that the report is displayed online prior to being printed.

**Printer Setup**  
*Required*

Select **Landscape** from the list menu to ensure that the report is printed in a landscape (horizontal) format.



Note

You must complete the first two fields as described to obtain the report.

**Begin Purchase Date**  
*Date, 7 positions*

Type the beginning purchase date for the report.

**End Purchase Date**  
*Date, 7 positions*

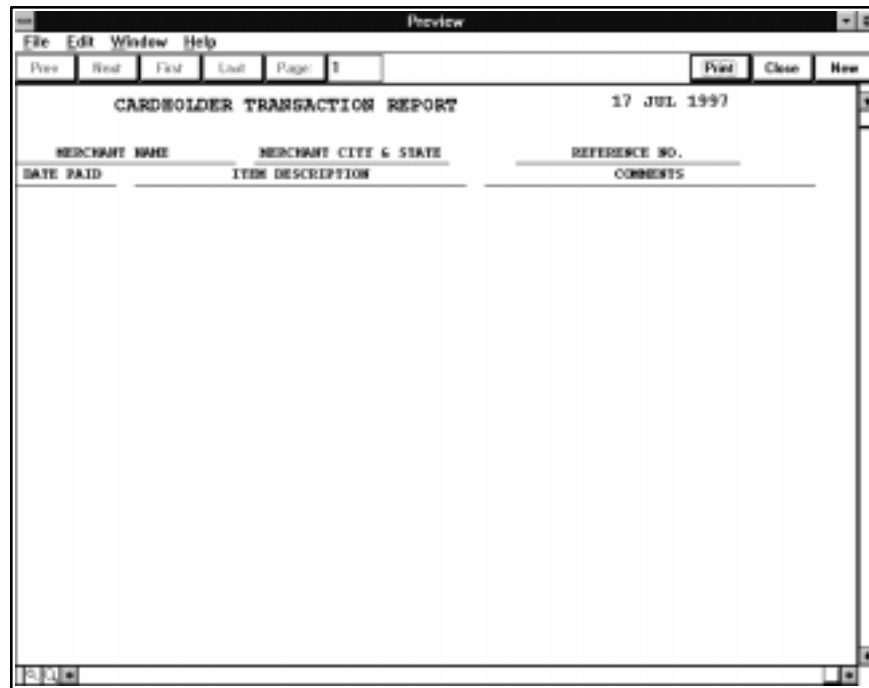
Type the ending purchase date for the report.

Click **[Run Report]** to generate the report to the requested destination type. The Report Progress pop-up (**Figure 40**) is displayed showing client and server activity.

Figure 40. Report Progress pop-up

► To cancel the report, click **[Cancel Report]**.

If you selected the Preview option in the Destype field, the Cardholder Transaction Report window (**Figure 41**) is displayed with the data requested.



**Figure 41. Cardholder Transaction Report window**

For online multipage reports, use the command buttons on the top left side of the window to move through the pages.

- To display the previous page, click **[Prev]**.
- To display the next page, click **[Next]**.
- To display the first page, click **[First]**.
- To display the last page, click **[Last]**.

Use the buttons on the top right side of the display to process the report.

- To print the report, click **[Print]**.
- To close the report, click **[Close]**.
- To create a copy of the report, click **[New]**.

## Report Writer

Report Writer is an option on the Reports drop-down menu. This option is used to generate ad hoc reports.

After you select the Report Writer option, the Report Writer module is activated. Follow the instructions provided with the Report Writer application to generate your ad hoc reports. ◀



## ►Appendixes

This section includes the following appendixes:

- **Function Keys.** Provides a quick reference list of function keys.
- **System Requirements.** Provides a table that identifies the software and hardware requirements for installing and using PCMS.◀

## A. ►Function Keys

Following is a quick reference list of function keys used in PCMS.

Key	Description	Key	Description
F10	Accept	Left	Left
Ctrl+,	Application Menu	F9	List of Values
F5	Block Menu	Ctrl+.	Main Menu
Esc	Cancel	Ctrl+Page Down	Next Block
Shift+F5	Clear Block	Tab	Next Item
Shift+F7	Clear Form	Ctrl+Tab	Next Item
Ctrl +u	Clear Item	Shift+F3	Next Primary Key
Shift+F4	Clear Record	Shift+Down	Next Record
Shift+F2	Count Query Hits	Ctrl+>	Next Set of Records
Ctrl+?	Debug Mode	Ctrl+Page Up	Previous Block
Backspace	Delete Backward	Shift+Tab	Previous Item
Shift+F6	Delete Record	Ctrl+Enter	Previous Menu
Shift+F1	Display Error	Shift+Up	Previous Record
Ctrl+l	Down	Shift+F8	Print
Down	Down	Ctrl+n	Redefine Username/Passwd
F3	Duplicate Item	Enter	Return
F4	Duplicate Record	Right	Right
Ctrl+e	Edit	Page Down	Scroll Down
F7	Enter Query	Page Up	Scroll Up
F8	Execute Query	Ctrl+F1	Show Keys
Ctrl+q	Exit	Up	Up
F1	Help	Ctrl+p	Up
F6	Insert Record		◀



## B. ►System Requirements

Each PCMS user must have a TCP/IP address. Agency telecommunications personnel obtain and assign TCP/IP addresses in accordance with agency procedures.

It is against Government regulation to use local Internet providers to connect to NFC unless a waiver has been received. Agencies must use FTS 2000.

Following are user platform requirements to install and operate the PCMS:

Major Components	Subcomponents	Minimum Requirements
<b>Workstation</b>	CPU	Minimum of 486 chip with 66 MHZ clock speed
	Memory	Minimum of 16 MB, preferably 24 MB RAM
	Storage	Minimum of 100 MB available on hard drive
	System Presentation	Windows 3.1x
	Monitor Resolution	800X600
<b>Telecommunications</b>	TCP/IP	Compatibility with current version of Oracle TCP/IP and SQL*NET Version 2.1.4
	Network Connectivity	Ability to connect to NFC UNIX server(s) via USDA TCP/IP network  For computers not connected to a network with telecommunications capability, a 28.8 KBPS modem and Internet access service provider is required
<b>Security/Encryption</b>	Password Change Management System (Password Change)	Provided by NFC
	Advanced Network Option (ANO)	Provided by NFC
<b>PCMS Application</b>	Oracle Forms/Report Writer	Provided by NFC
<b>Report Writer Application</b>	Software	Oracle Discover 2000 for Windows. PCMS supported by Version 2.0 provided with PCMS ◀



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## ►Glossary

**Agency Program Coordinator (APC).** The APC is responsible for management of the overall program in each agency and is the agency's contact with the USDA Purchase Card Program Manager. The APC also sets up cardholders when there is no LAPC.

**Approving Official.** The approving official function has been eliminated. Using management tools in PCMS such as the alert system, report writer, and statistical sampling, LAPCs provide program oversight.

**Arrange Icons.** Used to arrange the icons along the lower edge of the desktop.

**Billing Cycle Purchase Limit.** Agencies assign each cardholder a billing cycle limit from \$2,500 to \$999,900. The dollar value of purchases and payments for any billing cycle may not exceed the billing cycle purchase limit.

**Billing Office Contact (BOC).** The National Finance Center is the BOC for all PCMS users. The bank submits a single invoice covering all USDA transactions within a specified time period. The invoice is received and paid electronically by PCMS. Cardholders reconcile accounts after payment.

**Block.** A group of related fields on a form.

**Card Authorization Controls.** See Single Purchase Limit; Billing Cycle Purchase Limit; Billing Cycle Office Limit; and Merchant Activity Code.

**CASE.** Computer-aided software engineering.

**Count Hits.** Used to clear the current block and display on the message line the number of rows that a query would retrieve if executed.

**Cardholder.** The individual to whom a card and, if authorized, a supply of convenience checks has been issued. This individual may purchase, within his/her authority, goods and services required by the Government and make other authorized payments. No other person is authorized to use the card or checks.

**Cascade.** To arrange windows to overlap on the desktop so that each title bar is visible.

**Debug.** Used to display the name of the option used at the bottom of the window.

**Departmental Program Coordinator.** The person who sets up the agency coordinator or LAPC and who maintains the Bulletin Board table.

**Destype.** The type of destination device that will receive the report output. The options are screen, file, preview, and printer.

**Developer.** The programmer that develops and maintains the PCMS software.

**Electronic Maintenance System.** The bank's electronic maintenance system is used by the LAPCs to establish, maintain, and close purchase card accounts. ◀

► **Field.** An area in the window (usually highlighted) that can display a value or accept an input value. A field normally represents a column from a database table.

**Form.** A form is a fill-in-the-blank template on your computer window that allows you to enter, update, and query information in a database. Forms are composed of blocks, records, and fields. In PCMS the terms form and window are used interchangeably.

**Government Purchase Card.** A purchase card, similar in nature to a commercial credit card, issued to authorized agency officials for their use in acquiring supplies and/or services.

**GUI.** Graphical User Interface.

**International Merchant Purchase Activity Card (IMPAC).** The Government's VISA credit card.

**Local Agency Program Coordinator (LAPC).** The LAPC is the contact person that manages the program within a designated location, assure that prospective cardholders and system users are trained, set up and terminate cardholder accounts, request passwords and IDs for PCMS users, oversee day-to-day operations, monitor the PCMS alert system to detect potential abuse, utilize management information obtained with the system's report writer, and conduct statistical sampling reviews. LAPCs report cases of fraud, waste, and abuse in accordance with the APC/LAPC Guide and take appropriate action including termination of the cardholder's account.

**Local Fleet Program Coordinator (LFPC).** The LFPC is the contact person that manages the fleet program within a designated location, assure that prospective cardholders and system users are trained, set up and terminate cardholder accounts, request passwords and IDs for PCMS users, oversee day-to-day operations, monitor the PCMS alert system to detect potential abuse, utilize management information obtained with the system's report writer, and conduct statistical sampling reviews. LFPC'S report cases of fraud, waste, and abuse in accordance with the LFPC Guide and take appropriate action including termination of the cardholder's account.

**Maintenance Role.** Maintains the reference tables.

**Manager.** See **Supervisor/Manager**.

**Menu Bar.** The menu bar is displayed at the top of all PCMS windows. This menu allows direct access to the Oracle DBMS (data base management system) functions from the PCMS software. The menu bar is accessed by clicking (via a mouse) on a menu name or pressing **[Alt]**, to activate the menu bar, then keying in the underscored letter in the name of the option desired, or highlighting the option using the arrow keys and pressing **[Enter]**.

**Merchant Category Classification (MCC) Blocking.** Agencies may restrict the type of merchant at which cardholders may make purchases. If restrictions are established, cardholders must be informed by the LAPC of which types of merchants they cannot use. Blocking decisions should be made by the agency.

**Micro-purchases.** A micro-purchase is a purchase of supplies or services that does not exceed \$2,500 (\$2,000 for construction). The USDA Senior Procurement Executive◀

► delegates micro-purchase authority to nonprocurement personnel through DR-5013-5. Heads of Contracting Activities or Designees do not have to issue delegation letters. This authority terminates upon cancellation of the card by the APC or LAPC. There are no socioeconomic restrictions placed on micro purchases. However, cardholders are encouraged to purchase from small business concerns whenever feasible.

**Program Manager.** The USDA Procurement Policy Division, Office of Procurement and Property Management, manages the GPC program. USDA's Purchase Card Program Manager is the Contracting Officer's Technical Representative (COTR) for GSA's governmentwide contract with the bank.

**Rollback.** Cancels database transactions

**Record.** The data from a row in a database or non-database table.

**Scroll Across.** Used to shift the window of the current block or list across by approximately 80 percent, displaying records that are outside of the window.

**Scroll Down.** Used to shift the window of the current block or list down by approximately 80 percent, displaying records that are outside of the window.

**Scroll Up.** Used to shift the window of the current block or list up by approximately 80 percent, displaying records that are outside of the window.

**Simplified Acquisition Threshold.** The simplified acquisition threshold is currently \$100,000. Heads of USDA Contracting and Leasing Activities delegate authority above the micro-purchase level (\$2,500) to procurement personnel through the Contracting Officer Warrant System, DR 5001-1 and Real Property Leasing Officer Warrant System, DR 5100-2. Only warranted contracting officers and real property leasing officers can make purchases or payments above the micro-purchase level. Warranted contracting and leasing officers can use the card, and checks if authorized, up to the simplified acquisition limit if the dollar amount is within their delegated authority and the single and billing cycle purchase limits established for their cards.

**Single Purchase Limit.** Agencies assign each cardholder a single purchase limit from \$2,500 to \$100,000. A single purchase is the total of those items purchased at one time at a particular vendor location. The lowest single purchase limit that may be established is \$2,500. Before establishing single purchase limits that exceed \$2,500, LAPCs must insure that prospective cardholders have a contracting officer's warrant or a real property officer's warrant.

**Supervisor/Manager.** Supervisors or managers determine individuals within their organizations who should receive cards and send requests to the LAPC in accordance with Departmental Regulation 5013-5. They also notify the LAPC if the cardholders leave the agency or move to jobs where they do not need cards.

**Tile.** To arrange open windows in smaller sizes to fit next to each other on the desktop.

**Wild Card.** A generic character (percent sign (%)) used in the Search/Replace function, allowing you to search on a partial value. ◀



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